

**Registered Apprenticeship Program (RAP)  
STUDENT FILE CHECKLIST**

**NAME OF STUDENT:**

**RAP TRADE:**

**GRADE:**

**WORK PLACEMENT:**

**SUPERVISOR:**

**PHONE:**

<b>ACTIVITY</b>	<b>DATE(S) ASSIGNED (If applicable)</b>	<b>DATE(S) COMPLETED</b>	<b>COMMENT</b>
Career Transition Prerequisite(s)/Recommendations			
Application/Orientation			
Parent/Guardian Consent			
Resume, Cover Letter, References			
Work Agreement Form/ School Division Contract			
Application to Apprenticeship Board			
RAP Verification Form			
Learning Plan/Job description			
Safety Information Checklist			
Time Logs			
Teacher Monitoring Records			
Employer Evaluation Forms			

**RAP Coordinator:**